

# EXHIBIT 16



August 24, 2017

Gary Alexander  
Business Opportunity Specialist  
St Louis District Office  
Saint Louis, MO 64106

Subject: 8(a) Sole Source Request for Prime Tech International

Dear Mr. Alexander:

In accordance with FAR 19.804-2, and AGAR Advisory 71C, the following is submitted for SBA approval:

The USDA, Natural Resources Conservation Service has a requirement for Administrative and Farm Bill Support Services for the USDA NRCS Missouri Statewide. The Statement of Work for the support services is enclosed. NRCS proposes to set-aside this requirement for an award under the sole source 8(a) program, and to negotiate a Firm-Fixed-Price service contract from:

Prime Tech International, 1828 Swift, Ste 102, North Kansas City, MO 64116

1. A description of the work to be performed.

The USDA NRCS Missouri State office is in the need to obtain administrative support required to properly and efficiently process Farm Bill (FB) Contracts and those administrative support items leading up to contract obligation and any administrative support items resulting from FB contract management during the life of the contract.

2. The estimated period of performance (POP).

One year plus one option year

3. The NAICS code that applies to the principal nature of the acquisition.

561110 - Office Administrative Services

4. The anticipated dollar value of the requirement, including options, if any.

USDA NRCS will negotiate a firm fixed price commercial services contract. The cost of the contract is estimated at \$1,437,456.00, for the first year.

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USDA is an equal opportunity provider and employer.

5. Any special restrictions or geographical limitations on the requirement.

The performance of this work will be throughout the State of Missouri at the field offices requiring support

6. The location of the work to be performed:

USDA-NRCS Missouri Statewide

7. Any special capabilities or disciplines needed for contract performance.

- Addressed in the SOW

8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.

The USDA NRCS will negotiate a Firm Fixed Price commercial services contract

9. The acquisition history, if any, of the requirement.

N/A

10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.

Elyon International, 1111 Main Street, Suite 610, Vancouver, WA 98660  
Ultima Services, PO Box 1945, Greenville, TN 37744

11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or public communication has been made for this procurement.

12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following: (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.

Through direct contact to the Kansas City MO Small Business District, it was found that an 8(a) firm could potentially perform this work.

13. Bonding requirements, if applicable.

NA

14. Identification of all Participants which have expressed an interest in being considered for the acquisition.

At this point there are no participants that have expressed interest in this project.

15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) SBD program.

Kansas City District Office

16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract.

N/A

17. Any other information that the procuring activity deems relevant or which SBA requests.

N/A


In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of Prime Tech International to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that ACCOUNTING LEGAL & LOGISTICS SOLUTIONS, INC currently possesses 8(a) program eligibility.

FAR 19.804-3 prescribes that the SBA will accept or reject this offering of ACCOUNTING LEGAL & LOGISTICS SOLUTIONS, INC within ten (10) working days of receipt of this correspondence.

My contact information is 787-370-0562 or oriel.velez@wdc.usda.gov.

Sincerely,



Oriel Vélez-Olivieri  
Contracting Officer



Farm  
Production  
and  
Conservation

Business  
Center

654 Muñoz Rivera  
Ave. Suite 604  
Hato Rey PR 00918

787-370-0562

June 6, 2019

8(a) Sole Source Request for Accounting Legal Logistics Solutions

Gary Alexander  
Business Opportunity Specialist  
St Louis District Office  
Saint Louis, MO 64106

Dear Mr. Alexander:

In accordance with FAR 19.804-2, and AGAR Advisory 71C, the following is submitted for SBA approval:

The USDA, Natural Resources Conservation Service has a requirement for Administrative Support Services for the USDA NRCS Nebraska State Office. The Statement of Work for the support services is enclosed. NRCS proposes to set-aside this requirement for an award under the sole source 8(a) program, and to negotiate a Firm-Fixed-Price service contract from:

Accounting Legal Logistics Solutions, 4005 McRee Avenue St Louis MO  
63110-2425

1. A description of the work to be performed.

The USDA NRCS Nebraska State Office is in the need to obtain administrative support services. The individuals will be assisting professional staff with the implementation and management of NRCS programs and operations.

2. The estimated period of performance (POP).

5 year award - Base year plus four option years

3. The NAICS code that applies to the principal nature of the acquisition.

561110 - Office Administrative Services

4. The anticipated dollar value of the requirement, including options, if any.

USDA NRCS will negotiate a firm fixed price commercial services contract.  
The cost of the contract is estimated at \$456,038 for the first year.

USDA is an equal opportunity provider, employer, and lender.

5. Any special restrictions or geographical limitations on the requirement.

The performance of this work will be at the Nebraska NRCS Offices throughout the state.

6. The location of the work to be performed:

Nebraska USDA NRCS Offices throughout the state.

7. Any special capabilities or disciplines needed for contract performance.

Addressed in the SOW

8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.

The USDA NRCS will negotiate a Firm Fixed Price commercial services contract

9. The acquisition history, if any, of the requirement.

N/A

10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.

Ultima Services, PO Box 1945, Greenville, TN 37744

11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or public communication has been made for this procurement.

12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following: (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.

The nominee is currently performing similar work at the USDA NRCS Missouri and Wisconsin Statewide. The vendor currently serves eleven states and could potentially provide for this service in Nebraska.

USDA is an equal opportunity provider, employer, and lender.

13. Bonding requirements, if applicable.

NA

14. Identification of all Participants which have expressed an interest in being considered for the acquisition.

At this point there are no participants that have expressed interest in this project.

15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) SBD program.

Kansas City District Office

16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract.

N/A

17. Any other information that the procuring activity deems relevant or which SBA requests.

N/A

In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of ACCOUNTING LEGAL & LOGISTICS SOLUTIONS, INC to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that ACCOUNTING LEGAL & LOGISTICS SOLUTIONS, INC currently possesses 8(a) program eligibility.

FAR 19.804-3 prescribes that the SBA will accept or reject this offering of ACCOUNTING LEGAL & LOGISTICS SOLUTIONS, INC within ten (10) working days of receipt of this correspondence.

USDA is an equal opportunity provider, employer, and lender.

My contact information is 787-370-0562 or [oriel.velez@usda.gov](mailto:oriel.velez@usda.gov).

Sincerely,

**ORIEL VELEZ**

**OLIVIERI**

Oriel Vélez-Olivieri

Contracting Officer

Digitally signed by ORIEL  
VELEZ OLIVIERI

Date: 2019.06.06 15:19:47  
-04'00'

USDA is an equal opportunity provider, employer, and lender.



February 25, 2019

Sherri Komrosky  
Business Opportunity Specialist  
North Dakota District Office  
**U.S. Small Business Administration**

Subject: 8(a) Sole Source Request for Accounting Legal Logistics Solutions

Dear Mr. Alexander:

In accordance with FAR 19.804-2, and AGAR Advisory 71C, the following is submitted for SBA approval:

The USDA, Natural Resources Conservation Service has a requirement for Administrative Support Services for the USDA NRCS Wisconsin State Office. The Statement of Work for the support services is enclosed. NRCS proposes to set-aside this requirement for an award under the sole source 8(a) program, and to negotiate a Firm-Fixed-Price service contract from:

Accounting Legal Logistics Solutions, 4005 McRee Avenue St Louis MO 63110-2425

1. A description of the work to be performed.

The USDA NRCS Wisconsin State Office is in the need to obtain administrative support services. The individuals will be assisting professional staff with the implementation and management of NRCS programs and operations.

2. The estimated period of performance (POP).

5 year award - Base year plus four option years

3. The NAICS code that applies to the principal nature of the acquisition.

561110 - Office Administrative Services

4. The anticipated dollar value of the requirement, including options, if any.

USDA NRCS will negotiate a firm fixed price commercial services contract. The cost of the contract is estimated at \$361,025.00, for the first year.

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USDA is an equal opportunity provider and employer.

5. Any special restrictions or geographical limitations on the requirement.

The performance of this work will be at the Wisconsin State Office in Madison.

6. The location of the work to be performed:

USDA NRCS Wisconsin State Office in Madison.

7. Any special capabilities or disciplines needed for contract performance.

- Addressed in the SOW

8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.

The USDA NRCS will negotiate a Firm Fixed Price commercial services contract

9. The acquisition history, if any, of the requirement.

N/A

10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.

Ultima Services, PO Box 1945, Greenville, TN 37744

11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or public communication has been made for this procurement.

12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following: (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.

The nominee is currently performing similar work at the USDA NRCS Missouri Statewide. The vendor currently serves seven states and could potentially provide for this service in Wisconsin.

13. Bonding requirements, if applicable.

NA

14. Identification of all Participants which have expressed an interest in being considered for the acquisition.

At this point there are no participants that have expressed interest in this project.

15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) SBD program.

Kansas City District Office

16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract.

N/A

17. Any other information that the procuring activity deems relevant or which SBA requests.

N/A

In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of Prime Tech International to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that ACCOUNTING LEGAL & LOGISTICS SOLUTIONS, INC currently possesses 8(a) program eligibility.

FAR 19.804-3 prescribes that the SBA will accept or reject this offering of ACCOUNTING LEGAL & LOGISTICS SOLUTIONS, INC within ten (10) working days of receipt of this correspondence.

My contact information is 787-370-0562 or [oriel.velez@wdc.usda.gov](mailto:oriel.velez@wdc.usda.gov).

Sincerely,

Oriel Vélez-Olivieri  
Contracting Officer

United States Department of Agriculture



Natural Resources Conservation Service  
101 South Main Street  
Temple, TX 76501-7601

[Danny.Mandell@wdc.usda.gov](mailto:Danny.Mandell@wdc.usda.gov)

254 742-9923 (office) 254 742-9929 (fax)

September 21, 2018

U.S. Small Business Administration  
Attn: Shuraie Mackin, Deputy District Director/8(a) Business Development  
Washington Metropolitan Area District Office  
409 3<sup>rd</sup> Street SW, 2<sup>nd</sup> Floor  
Washington, DC 20146

Dear. Ms. Mackin:

Subject: **SOLE SOURCE 8(a) Offering Letter**

The following additional information is provided pursuant to Federal Acquisition Regulation 193804-2, for this acquisition.

The United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) has identified All-Pro Placement Service, Inc as an 8(a) firm located at 116 Old Padonia Road, Suite D, Cockeysville, MD 21030-4930, DUNS: 106901700, as a sole source candidate to provide Administrative Support for the United State Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) for 37 separate Service Centers/Field Offices, in the State of Mississippi. The Performance of Work Statement (PWS) is provided as an enclosure.

1. A description of the work to be performed. This is a new requirement for 37 program support specialists for Kentucky-NRCS. The contractor will assist agency staff with all aspects of Farm Bill program application and contract management for their assigned offices.

a. These includes:

- Program Support will provide **administrative and technical support** services for program contracting functions and perform administrative and technical support services for flow items associated with the contract process from application, to obligation, payment and closeout.
- Traveling to the field to assist local planners on an as needed basis to provide support to NRCS field employees. This support could include assisting with investigations and field surveys, etc.
- Provide documentation of fieldwork, analysis, findings, and determinations to the local planner for the purposes of technical reporting/planning.
- Document fieldwork, analysis, findings, and determinations for the purposes of technical reporting/planning.
- Assembling packets of information and uploading electronic files to decision makers for
- Mask or remove Personal Identifying Information (PII) - CCC-901, CCC-902, NRCS- CPA-1236, CCC-36, NRCS-CPA-1200, CCC-931, SF-1199a, FSA-211
- System for Award Management registration verification for all contracts with entity paperwork Process Protracts Preapproval Form obligations and payments

- Assist Landowners/Operators with the filling out an application for Farm Bill Programs (i.e. EQIP), on an as needed basis, such as when all other employees are not in the office. Obtain all pertinent information such as a name, address and phone number so that a NRCS staff member can follow up upon their return.

**POSITION CLASSIFICATION.** Provide administrative and programmatic support field offices in the State of Mississippi.

Position Class:	County(ies)	Estimated Labor Hrs Required	Amount of Contract Employees needed	Description of Needed Services
01312 Secretary II	Numerous Counties throughout the State of Mississippi	2000 (per contract employee)	37 positions	Farm Bill/Admin Support throughout various counties in the State of Mississippi

2. Any special capabilities or disciplines needed for contract performance. The contractor shall provide employees to perform services who meet the following qualifications:

- possess valid state issued driving license;
- proficient in word processing;
- knowledgeable and experienced in utilizing a variety of computer hardware and software applications, such as Microsoft Windows, Word, Excel, and Access;
- able to use e-mail and internet browsers;
- knowledgeable and experienced in operating small office machines, such as calculators, fax machines, scanners, and copy machines;
- knowledgeable and experienced in general office procedures, such as preparing reports, spreadsheets, and filing;
- skillful in working with the public;
- capable of working independently; and
- possess basic telephone skills.

3. The period of performance will be for 1 Base Year and 1 Option Year, (Contract will need to be awarded prior to September 27, 2018).

**REQUIRED TIMELINE.** (Approximately)

Base Year: December 1, 2018 – November 30, 2019,  
Option Year 1: December 1, 2019 – November 30, 2020

4. The NAICS code that is applicable to this acquisition is 561110 (Office Administrative Services), with a size standard of \$7.0 Million.

5. USDA NRCS will negotiate a firm fixed price commercial services contract. The cost of the contract is estimated at \$3,000,000.70 for 24 months.

**PERFORMANCE PERIOD. (IGCE)**

37 01312 Secretary Positions \$2,989,920.05 (37 x 80,808.65)  
Travel (per employee) \$10,080.65 (37 x \$272.45)

**Note:** Includes Estimated Miscellaneous Travel/Training cost: (per employee)  
a. Travel. \$275.45 @37

**SAMPLE IGCE:**

Base Hourly Rate per SCLS Wage Determination	County(ies)	OH% Contract (per contract)	G&A	Estimated Fringe Rate	Profit	Fully Burdened Rate	Total Contract Amount
\$14.96	Montgomery,	\$0.00	\$0.94	\$4.25	\$0.47	\$20.52	\$41,040.00
\$17.61	Tippah	\$0.00	\$0.94	\$4.25	\$0.47	\$23.27	\$46,540.00
\$14.05	Pontotoc	\$0.00	\$0.94	\$4.25	\$0.47	\$19.71	\$39,420.00
\$14.05	Lee	\$0.00	\$0.94	\$4.25	\$0.47	\$19.71	\$39,420.00
\$16.56	Tate	\$0.00	\$0.94	\$4.25	\$0.47	\$22.22	\$44,440.00
\$15.73	Calhoun	\$0.00	\$0.94	\$4.25	\$0.47	\$21.39	\$42,780.00
\$14.05	Clay	\$0.00	\$0.94	\$4.25	\$0.47	\$19.71	\$39,420.00

6. The contractor employees will be required to work in multiple USDA NRCS Service Centers and Field Offices, within the State of Mississippi.

7. This service is currently on a contracted (Task Orders) under the USDA NRCS National IDIQ AG-SPEC-C-17-0014 National Administrative Support Services Region I. This Task Order currently had an end date of October 1, 2018, but has been extended through December 31, 2018 (IAW with a Burn Rate Determination conducted of remaining funds left in the Task Order).

Vendor: Task Order. AG-2B46-D-17-0099  
Ultima Services Corporation, IDIQ AG-SPEC-C-17-0014, Region II  
PO Box 1945  
Greeneville, TN 37744  
Small Business, Woman\_Owned  
Task Order Award Amount: \$1,762,940.88

**NOTE:** The IDIQ contract AG-SPEC-C-17-0014 with Ultima Services has reached its contract ceiling and no additional funds can be obligated against this contract.

8. No bonding requirements exist.

9. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or public communication has been made for this procurement.

10. Identification of all Participants which have expressed an interest in being considered for the acquisition.

At this point there are no participants that have expressed interest in this project.

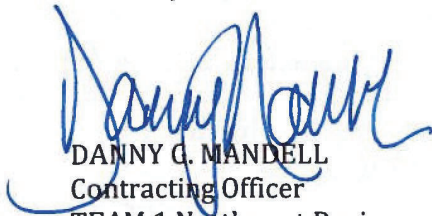
In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of All-Pro Placement Service, Inc to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that All-Pro Placement Service, Inc as an 8(a) firm located at 116 Old Padonia Road, Suite D, Cockeysville, MD 21030-4930, currently possesses 8(a) program eligibility.

FAR 19.804-3 prescribes that the SBA will accept or reject this offering of All-Pro Placement, Inc Service within five (5) working days of receipt of this correspondence.

Should additional information be required, please contact the undersigned at (254) 742-9923, or email, [danny.mandell@wdc.usda.gov](mailto:danny.mandell@wdc.usda.gov).

Sincerely,



DANNY G. MANDELL  
Contracting Officer  
TEAM 1 Northwest Region  
CONTRACTING SERVICES BRANCH  
ACQUISITIONS, GRANTS & AGREEMENTS DIVISION  
Natural Resources Conservation Service (NRCS)  
U.S. Department of Agriculture (USDA)

Enclosure: Attachment 1 Statement of Work (SOW);



Natural Resources Conservation Service  
101 South Main Street  
Temple, TX 76501-7601

[Danny.Mandell@wdc.usda.gov](mailto:Danny.Mandell@wdc.usda.gov)

254 742-9923 (office) 254 742-9929 (fax)

September 25, 2018

All\_Pro Placement Services Inc  
Attn: Jennifer Quinn  
116 Old Padonia Rd Ste D  
Cockeysville, MD 21030-4930

Dear. Mrs. Quinn:

Subject: **SOLE SOURCE 8(a) Proposal Letter**

The following additional information is provided pursuant to Federal Acquisition Regulation 193804-2, for this acquisition.

1. USDA NRCS Team 1, Contract Service Branch (CSB), is looking to procure services requirement for 37 program support specialists for the United State Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) for 37 separate Service Centers/Field Offices, in the State of Mississippi. The Performance of Work Statement (PWS) is provided as an enclosure.

1. A description of the work to be performed. This is a new requirement for 37 program support specialists for Mississippi-NRCS. The contractor will assist agency staff with all aspects of Farm Bill program application and contract management for their assigned offices.

a. These includes:

- Program Support will provide **administrative and technical support** services for program contracting functions and perform administrative and technical support services for flow items associated with the contract process from application, to obligation, payment and closeout.
- Traveling to the field to assist local planners on an as needed basis to provide support to NRCS field employees. This support could include assisting with investigations and field surveys, etc.
- Provide documentation of fieldwork, analysis, findings, and determinations to the local planner for the purposes of technical reporting/planning.
- Document fieldwork, analysis, findings, and determinations for the purposes of technical reporting/planning.
- Assembling packets of information and uploading electronic files to decision makers for
- Mask or remove Personal Identifying Information (PII) - CCC-901, CCC-902, NRCS- CPA-1236, CCC-36, NRCS-CPA-1200, CCC-931, SF-1199a, FSA-211
- System for Award Management registration verification for all contracts with entity paperwork Process Protracts Preapproval Form obligations and payments
- Assist Landowners/Operators with the filling out an application for Farm Bill Programs (i.e. EQIP), on an as needed basis, such as when all other employees are not in the office. Obtain all pertinent information such as a name, address and phone number so that a NRCS staff member can follow up upon their return.

**POSITION CLASSIFICATION.** Provide administrative and programmatic support field offices in the State of Mississippi.

Position Class:	County(ies)	Estimated Labor Hrs Required	Amount of Contract Employees needed	Description of Needed Services
01312 Secretary II	Numerous Counties throughout the State of Mississippi	2000 (per contract employee)	37 positions	Farm Bill/Admin Support throughout various counties in the State of Mississippi

2. The period of performance will be from the date of award through one (1) calendar year, (approximately award date, prior to September 27, 2018) with 1 option year period consisting of one (1) calendar year.

**REQUIRED TIMELINE.**

Base Year: October 1, 2018 – September 30, 2019  
Option Year 1: October 1, 2019 – September 30, 2020

3. The NAICS code that is applicable to this acquisition is 561110 (Office Administrative Services), with a size standard of \$7.0 Million.

4. Base Hourly Rate per SCLS Wage Determination per Counties, please use the table below, to submit your proposal.

Base Hourly Rate per SCLS Wage Determination	County(ies)	OH% Contract (per contract)	G&A	Estimated Fringe Rate	Profit	Fully Burdened Rate	Total Contract Amount

**Note:** We will be including estimated Miscellaneous Travel/Training cost to the contract (per year). This will be a separate Line Item in the contract. DO NOT include this in your proposal.

a. Travel. \$275.45 per employee

5. The contractor employees will be required to work in multiple USDA NRCS Service Centers and Field Offices, within the State of Mississippi.

6. This service is currently on a contracted (Task Orders) under the USDA NRCS National IDIQ AG-SPEC-17-0013 National Administrative Support Services Region I. This Task Order currently had an

end date of October 1, 2018, but has been extended through December 31, 2018 (IAW with a Burn Rate Determination conducted of remaining funds left in the contract).

Vendor: Task Order. AG-2B46-D-17-0099  
Ultima Services Corporation, IDIQ AG-SPEC-17-00013, Region I  
PO Box 1945  
Greeneville, TN 37744  
Small Business, Woman\_Owned

**NOTE:** The IDIQ contract AG-SPEC-C-17-0013 with Ultima Services has reached its contract ceiling and no additional funds can be obligated against this contract.

7. A firm-fixed price contract is anticipated.

8. No bonding requirements exist.

Should additional information be required, please contact the undersigned at (254) 742-9923, or email, [danny.mandell@wdc.usda.gov](mailto:danny.mandell@wdc.usda.gov).

Sincerely,

DANNY G. MANDELL  
Contracting Officer  
TEAM 1 Northwest Region  
CONTRACTING SERVICES BRANCH  
ACQUISITIONS, GRANTS & AGREEMENTS DIVISION  
Natural Resources Conservation Service (NRCS)  
U.S. Department of Agriculture (USDA)

Enclosure: a. Performance Work Statement (PWS);  
b. Spreadsheet of Services/Field Offices Location/Counties

United States Department of Agriculture



Natural Resources Conservation Service  
101 South Main Street  
Temple, TX 76501-7601

[Danny.Mandell@wdc.usda.gov](mailto:Danny.Mandell@wdc.usda.gov)

254 742-9923 (office) 254 742-9929 (fax)

September 6, 2018

U.S. Small Business Administration  
Attn: Uneeda J. Collins 8(a) Business Development  
Georgia District Office  
233 Peachtree Street, NE Suite 300  
Atlanta, GA 30303

Dear. Ms. Collins:

Subject: **SOLE SOURCE 8(a) Offering Letter**

The following additional information is provided pursuant to Federal Acquisition Regulation 193804-2, for this acquisition.

1. USDA NRCS Team 1, Contract Service Branch (CSB), is looking to procure services of a contract employee to provide administrative assistance to four (4) United State Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) Service Centers/Field Offices, in the State of Mississippi. The Performance of Work Statement (PWS) is provided as an enclosure.

**POSITION CLASSIFICATION.** Provide administrative and programmatic support field offices in the State of Virginia.

Position Class:	County(ies)	Estimated Labor Hrs Required	Amount of Contract Employees needed	Description of Needed Services
01312 Secretary II	Numerous Counties throughout the State of Mississippi	2000 (per contract employee)	37 positions	Farm Bill/Admin Support throughout various counties in the State of Mississippi

2. The period of performance will be from the date of award through two (2) calendar year, (approximately award date, prior to October 1, 2018).

**REQUIRED TIMELINE.**

October 1, 2018 – September 30, 2020 (2 calendar years)

3. The NAICS code that is applicable to this acquisition is 561320, with a size standard of \$25.5million.

4. The total estimated dollar values for this is \$3,000,000.70, outlined as follows:

**PERFORMANCE PERIOD. (IGCE)**

37 01312 Secretary Positions \$2,989,920.05 (37 x 80,808.65)  
Travel (per employee) \$10,080.65 (37 x \$272.45)

**Note:** Includes Estimated Miscellaneous Travel/Training cost: (per employee)  
a. Travel. \$275.45 @37

**SAMPLE IGCE:**

Base Hourly Rate per SCLS Wage Determination	County(ies)	OH% Contract (per contract)	G&A	Estimated Fringe Rate	Profit	Fully Burdened Rate	Total Contract Amount
\$14.96	Montgomery,	\$0.00	\$0.94	\$4.25	\$0.47	\$20.52	\$41,040.00
\$17.61	Tippah	\$0.00	\$0.94	\$4.25	\$0.47	\$23.27	\$46,540.00
\$14.05	Pontotoc	\$0.00	\$0.94	\$4.25	\$0.47	\$19.71	\$39,420.00
\$14.05	Lee	\$0.00	\$0.94	\$4.25	\$0.47	\$19.71	\$39,420.00
\$16.56	Tate	\$0.00	\$0.94	\$4.25	\$0.47	\$22.22	\$44,440.00
\$15.73	Calhoun	\$0.00	\$0.94	\$4.25	\$0.47	\$21.39	\$42,780.00
\$14.05	Clay	\$0.00	\$0.94	\$4.25	\$0.47	\$19.71	\$39,420.00

5. The contractor employees will be required to work in USDA NRCS Service Centers and Field Offices, within the State of Mississippi.

6. The selected firm is deemed to be capable of providing the services described in the enclosed Statement of Work.

7. A firm-fixed price contract is anticipated.

8. This service is currently on a contracted (Task Orders) under the USDA NRCS National IDIQ AG-SPEC-C-17-00014 National Administrative Support Services Region II. Note. This Task Order currently has an ending date of October 1, 2018, which will be mostly likely be extended 2 calendar months.

Vendor: Task Order: AG-2B46-D-17-0099  
Ultima Services Corporation,  
PO Box 1945  
Greeneville, TN 37744  
Small Business, Woman\_Owned

9. There are currently no solicitation for this specific acquisition has been issued nor has this requirement been publicly announced.

10. The recommended 8(a) contractor is Ausdanbrook Properties, Inc, DUNS: 179161653, SAM Registration Expiration Date: August 10, 2019, No Active Exclusion

11. No bonding requirements exist.

12. No SBA District or Regional offices have asked for this acquisition under the 8(a) program.

13. NRCS is not requesting that this be issued competitively.

14. It is recommend that this acquisition be pursued on a sole source basis with the contractor nominated herein.

Please notify this office of your decision regarding acceptance of this offer. Per the Partnership Agreement between the Small Business Administration (SBA) and USDA. If no notification of acceptance or rejection is received within five (5) working days. The contracting office will move forward with the awarding of a contract. A copy of the Purchase Order (PO) will be sent to you after award.

Should additional information be required, please contact the undersigned at (254) 742-9923, or email, [danny.mandell@wdc.usda.gov](mailto:danny.mandell@wdc.usda.gov).

Sincerely,

**DANNY MANDELL** Digitally signed by DANNY MANDELL  
Date: 2018.09.06 14:16:38 -05'00'

DANNY G. MANDELL  
Contracting Officer  
TEAM 1 Northwest Region  
CONTRACTING SERVICES BRANCH  
ACQUISITIONS, GRANTS & AGREEMENTS DIVISION  
Natural Resources Conservation Service (NRCS)  
U.S. Department of Agriculture (USDA)

Enclosure: a. Performance Work Statement (PWS);



September 10, 2018

U.S. Small Business Administration, Alaska District Office  
Christie VandenDries  
Business Opportunity Specialist  
420 L Street, Suite 300, Anchorage, AK 99501-1971  
(907) 271-3313 (phone)  
[Alaska8a@sba.gov](mailto:Alaska8a@sba.gov)  
<http://www.sba.gov/ak>

Subject: 8(a) Sole Source Request for Chenega Professional & Technical Services, LLC

Dear Ms. VandenDries:

The United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) has identified Chenega Professional & Technical Services, LLC, as an 8(a) firm located at 609 Independence Parkway, Suite 210, Chesapeake, VA 23320 as a sole source candidate to provide Administrative Support for the USDA NRCS Kentucky State Office and the Hopkinsville, Kentucky Service Centers.

1. A description of the work to be performed. This is a new requirement for two program support specialists for Kentucky-NRCS.

The contractor will assist agency staff with all aspects of Farm Bill program application and contract management for their assigned offices. This includes:

- Assisting agency staff with program documentation such as processing documents and correspondence, checking documents for accuracy and completeness, gathering information, reconciling payment documents, recording data, establishing and maintaining files, transmitting information, and performing other related tasks.
- Utilizing a variety of computer hardware and custom software applications such as ProTracts, NEST, FMML, Customer Service Toolkit, FA Tracker, Conservation Client Gateway, Conservation Desktop, and/or other agency developed tools to extract information needed to develop reports related to scheduling, program tracking, fund management, or other similar topics.
- Providing a variety of information to program applicants and participants such as specific program and eligibility requirements and guidance on completion of required program applications, adjusted gross income (AGI), and system for award management (SAM), and other required documents.
- Assisting customers with registering for and using Conservation Client Gateway to conduct business with NRCS.
- Reviewing applications, contracts, and payment requests for Farm Bill programs to ensure required information and forms are present and gathering missing items to create complete information packages.
- Monitoring and tracking critical dates and timelines with regard to implementation of Farm Bill

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program contracts and preparing letters and other notifications related to contract management activities.

- Identifying potential problems and notifying the appropriate NRCS staff member so that action can be taken.

2. The estimated period of performance (POP).

The requirement is for a 24 (24) month period per position.

3. The NAICS code that applies to the principal nature of the acquisition.

**561110 - Office Administrative Services**

4. The anticipated dollar value of the requirement, including options, if any.

USDA NRCS will negotiate a firm fixed price commercial services contract. The cost of the contract is estimated at \$184,081.92 for 24 months.

5. Any special restrictions or geographical limitations on the requirement.

The performance of this work will be throughout the Kentucky State at the service centers requiring support.

6. The location of the work to be performed:

Accomplishment of the results contained in this PWS requires work primarily at NRCS field, area, and state office locations within Kentucky. Primary office locations are:

Kentucky State Office: 771 Corporate Drive, STE 300, Lexington, KY 40503

Hopkinsville Service Center: 3237 Eagle Way, Hopkinsville, KY 42240

Secondary work locations for the Christian County (Hopkinsville) position include:

Marion Program Delivery Point: 118 E Bellville Street, 42064

Madisonville Service Center: 1195 National Mine Road, Madisonville, KY 42431

Cadiz Program Delivery Point: 193 Commerce Street, STE A, Cadiz, KY 42211

Eddyville Program Delivery Point: 650 Trade Avenue, Eddyville, KY 42038

Princeton Service Center: 501 Park Way Drive, Princeton, KY 42445

Salem Service Center: 2027 US 60 East, Suite A, Salem, KY 42078

7. Any special capabilities or disciplines needed for contract performance.

The incumbents for the positions will be required to have:

- High School diploma;
- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, and Adobe Acrobat;
- Ability to communicate clearly and succinctly both orally and in writing;
- Ability to learn and utilize agency specific software and web-based applications;
- Knowledgeable and experienced in general office procedures, such as preparing reports, spreadsheets, and filing;
- Ability to develop and maintain tracking spreadsheets;
- Ability to review documents for accuracy and identify errors and/or missing information;

- Possess a valid state driver's license;
- Skillful in working with the general public;
- Capable of working independently;

8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.

The USDA NRCS will negotiate a Firm Fixed Price commercial services contract.

9. The acquisition history, if any, of the requirement.

A task order AG-2B46-D-17-0120 was placed against Indefinite Delivery Indefinite Quantity Contract AG-SPEC-C-17-0014 for 6 positions for a period of 36 months for \$863,016.32 on 9/07/2017. The IDIQ contract AG-SPEC-C-17-0014 with Ultima Services has reached its contract ceiling and no additional funds can be obligated against this contract.

10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.

Ultima Services, PO Box 1945, Greenville, TN 37744

11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or public communication has been made for this procurement.

12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following: (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.

The Participant submitted a capabilities statement by email to NRCS-Contracting Services Branch that provided notification that an 8(a) firm could potentially perform this work. Vendor replied by email to ensure that they could fulfill this requirement.

13. Bonding requirements, if applicable.

NA

14. Identification of all Participants which have expressed an interest in being considered for the acquisition.

At this point there are no participants that have expressed interest in this project.

15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) SBD program.

NA

16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract.

N/A

17. Any other information that the procuring activity deems relevant or which SBA requests.

N/A

In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of Chenega Professional & Technical Services, LLC to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that Chenega Professional & Technical Services, LLC currently possesses 8(a) program eligibility.

FAR 19.804-3 prescribes that the SBA will accept or reject this offering of Chenega Professional & Technical Services, LLC within five (5) working days of receipt of this correspondence.

My contact information is 615-277-2543 or [Nancy.harris@wdc.usda.gov](mailto:Nancy.harris@wdc.usda.gov).

Sincerely,

NANCY W. HARRIS  
Contracting Officer



Natural Resources Conservation Service  
101 South Main Street  
Temple, TX 76501-7601

[Danny.Mandell@wdc.usda.gov](mailto:Danny.Mandell@wdc.usda.gov)

254 742-9923 (office) 254 742-9929 (fax)

July 12, 2019

U.S. Small Business Administration  
Attn: Nancy Porzio / District Director  
Alaska District Office  
420 L Street Suite 300  
Anchorage, AK 99501

Dear. Mrs. Porzio:

Subject: **SOLE SOURCE 8(a) Offer Letter**

The following additional information is provided pursuant to Federal Acquisition Regulation 19.8 Contracting with the Small Business Administration (The 8(a) Program), for this acquisition.

1. USDA Farm Production and Conservation (FPAC) Section 1, is looking to procure services for contract employee(s) to provide administrative and support services to support the Tennessee USDA NRCS State Office and its field and area offices throughout the state. The Performance of Work Statement (PWS) is provided as an enclosure. (See Position Classification Matrix)
2. The period of performance will be from the date of award through Base Year (2) calendar years/24 calendar months, (approximately award date, September 2019) with 1 option year period consisting of twelve (12) calendar months.

**REQUIRED TIMELINE.**

Base Year (24 calendar months)      October 2019 – September 2021  
Option Year 1 (12 calendar months):    October 2021 – September 2022

3. The NAICS code that is applicable to this acquisition is 561320 with a size standard of \$27.5 million.

4. The total estimated dollar values for this is \$2,380,277.44 (Base Year (24 calendar months)) \$1,520,849.80 (Option Year 1 (12 calendar months)) outlined as follows:

**PERFORMANCE PERIOD. (IGCE)**

Base Year Period (10/2019 - 09/2020):	\$928,129.44
Travel:	\$15,000.00
Base Year Period (10/2020 - 09/2021):	\$1,422,148.00
Travel:	\$15,000.00
Option Year 1 (10/21 – 09/2022):	\$1,505,849.80
Travel:	\$15,000.00

**TOTAL: \$3,901,127.24**

5. The selected firm is deemed to be capable of providing the services described in the enclosed Performance of Work.

6. A firm-fixed price contract is anticipated.

7. This is a new requirement.

8. This service was previously contracted (Task Orders AG-2B46-D-17-0015) under the USDA NRCS National IDIQ AG-SPEC-C-17-0014 National Administrative Support Services Region II. Note. This IDIQ is expired.

Vendor: Ultima Services Corporation,  
PO Box 1945  
Greeneville, TN 37744  
Small Business, Woman\_Owned

9. There are currently no solicitation for this specific acquisition has been issued nor has this requirement been publicly announced.

10. The recommended 8(a) contractor is Chenega Enterprise Systems & Solutions, LLC DUNS: 080545386, SAM Registration Expiration Date: 03/10/2020, No Active Exclusion Records.

11. No bonding requirements exist.

12. No SBA District or Regional offices have asked for this acquisition under the 8(a) programs.

13. FPAC and NRCS is not requesting that this be issued competitively.

14. It is recommended that this acquisition be pursued on a sole source basis with the contractor nominated herein.

Please notify this office of your decision regarding acceptance of this offer. Per the Partnership Agreement between the Small Business Administration (SBA) and USDA. If no notification of acceptance or rejection is received within five (5) working days. Upon SBA Acceptance, the Contracting Officer will solicit a quotation, conduct negotiations, if required, and make award direct to the 8(a) firm. A copy of the Purchase Order (PO) will be sent to you after award.

Should additional information be required, please contact the undersigned at (254) 742-9923, or email, [danny.mandell@usda.gov](mailto:danny.mandell@usda.gov).

Sincerely,

DANNY MANDELL

Digitally signed by DANNY  
MANDELL  
Date: 2019.08.12 14:53:37 -05'00'

DANNY G. MANDELL  
Contracting Officer

SECTION 1 Northwest Region  
FARM PRODUCTION and CONSERVATION (FPAC)  
ACQUISITION DIVISION  
U.S. Department of Agriculture (USDA)

Enclosure:     a. Performance Work Statement (PWS);  
                  b. Quality Assurance Surveillance Plan (QASP);  
                  c. Service Contract Labor Standards (SCLS) can be found at [www.beta.SAM.gov](http://www.beta.SAM.gov).

**POSITION CLASSIFICATION.** Provide administrative, programmatic support for the field and area offices throughout the state of Tennessee, USDA NRCS.

Posn Class:	County(ies)	Estimated Labor Hrs Required	Qty	Staff	Description of Needed Services
BASE YEAR (October 1, 2019 – September 30, 2020)					
Engineer Technician	Davidson	1820	1	New	Assist State Engineer Office
01113 General Clerk III	Davidson	1820	1	New	Assist State Soil/SRC Office
01113 General Clerk III	Davidson	1820	1	New	Assist State Mgt & Strategy Office
01113 General Clerk III	Obion	1820	1	New	Assist Area 1 Union City – PSS
01113 General Clerk III	Hardin	1820	1	New	Assist Area 1 Savannah - PSS
01113 General Clerk III	Rutherford	1820	1	New	Assist Area 2 Murfreesboro – Admin
01113 General Clerk III	Knox	1820	1	New	Assist Area 4 Knoxville – Admin
01113 General Clerk III	Davidson	1820	1	New	Assist State PAS
01113 General Clerk III	Haywood	1036	1	Incumbent	Assist Area 1 Brownsville - PSS
01113 General Clerk III	Greene	1036	1	Incumbent	Assist Area 4 Greenville – PSS
01113 General Clerk III	Putnam	1036	1	Incumbent	Assist Area 3 Cookeville – Admin
01113 General Clerk III	Putnam	1036	0	0	0
01113 General Clerk III	Lincoln	1036	1	Incumbent	Assist Area 1 Fayetteville – PSS
01113 General Clerk III	Madison	1036	1	Incumbent	Assist Area 1 Jackson - PSS
01113 General Clerk III	Madison	1036	1	Incumbent	Assist Area 1 Jackson – Admin
01113 General Clerk III	Knox	1036	1	Incumbent	Assist 4 – Knoxville - PSS
01113 General Clerk III	Rutherford	1036	1	Incumbent	Assist Area 2 Murfreesboro - Admin
01113 General Clerk III	Davidson	1036	1	Incumbent	Assist State M&S Office Nashville – Security
01113 General Clerk III	Davidson	1036	1	Incumbent	Assist State M&S Office – Nashville – HR
01113 General Clerk III	Davidson	1036	1	Incumbent	Assist State Engr Office – Nashville – Admin
01113 General Clerk III	Davidson	1036	1	Incumbent	Assist State Soils Office – Nashville – Admin
01113 General Clerk III	Bledsoe	1036	1	Incumbent	Assist Area 3 Pikeville – PSS
01113 General Clerk III	Shelby	1036	1	Incumbent	Assist Area 1 – Memphis – PSS
01113 General Clerk III	Robertson	1036	1	Incumbent	Assist Area 2 Springfield – PSS
01113 General Clerk III	Claiborne	1036	1	Incumbent	Assist Area 4 Tazewell - PSS
Total Hours:		31,136			
BASE YEAR (October 1, 2020 – September 30, 2021)					
30084 Engineer Technician	Davidson	1820	1	New	Assist State Engineer Office
01113 General Clerk III	Davidson	1820	1	New	Assist State Soil/SRC Office
01113 General Clerk III	Davidson	1820	1	New	Assist State Mgt & Strategy Office
01113 General Clerk III	Obion	1820	1	New	Assist Area 1 Union City – PSS
01113 General Clerk III	Hardin	1820	1	New	Assist Area 1 Savannah - PSS

01113 General Clerk III	Rutherford	1820	1	New	Assist Area 2 Murfreesboro – Admin
01113 General Clerk III	Knox	1820	1	New	Assist Area 4 Knoxville – Admin
01113 General Clerk III	Davidson	1820	1	New	Assist State PAS
01113 General Clerk III	Haywood	1820	1	Incumbent	Assist Area 1 Brownsville - PSS
01113 General Clerk III	Greene	1820	1	Incumbent	Assist Area 4 Greenville – PSS
01113 General Clerk III	Putnam	1820	1	Incumbent	Assist Area 3 Cookeville – Admin
01113 General Clerk III	Putnam	1820	1	Incumbent	Assist Area 3 Cookeville – PSS
01113 General Clerk III	Madison	1820	1	Incumbent	Assist Area 1 Jackson - PSS
01113 General Clerk III	Madison	1820	1	Incumbent	Assist Area 1 Jackson – Admin
01113 General Clerk III	Knox	1820	1	Incumbent	Assist 4 – Knoxville - PSS
01113 General Clerk III	Rutherford	1820	1	Incumbent	Assist Area 2 Murfreesboro - Admin
01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State M&S Office Nashville – Security
01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State M&S Office – Nashville – HR
01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State Engr Office – Nashville – Admin
01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State Soils Office – Nashville – Admin
01113 General Clerk III	Bledsoe	1820	1	Incumbent	Assist Area 3 Pikeville – PSS
01113 General Clerk III	Shelby	1820	1	Incumbent	Assist Area 1 – Memphis – PSS
01113 General Clerk III	Robertson	1820	1	Incumbent	Assist Area 2 Springfield – PSS
01113 General Clerk III	Claiborne	1820	1	Incumbent	Assist Area 4 Tazewell - PSS
Total Hours:		45,500			
OPTION YEAR 1 (October 1, 2021 – September 30, 2022)					
30084 Engineer Technician	Davidson	1820	1	New	Assist State Engineer Office
01113 General Clerk III	Davidson	1820	1	New	Assist State Soil/SRC Office
01113 General Clerk III	Davidson	1820	1	New	Assist State Mgt & Strategy Office
01113 General Clerk III	Obion	1820	1	New	Assist Area 1 Union City – PSS
01113 General Clerk III	Hardin	1820	1	New	Assist Area 1 Savannah - PSS
01113 General Clerk III	Rutherford	1820	1	New	Assist Area 2 Murfreesboro – Admin
01113 General Clerk III	Knox	1820	1	New	Assist Area 4 Knoxville – Admin
01113 General Clerk III	Davidson	1820	1	New	Assist State PAS
01113 General Clerk III	Haywood	1820	1	Incumbent	Assist Area 1 Brownsville - PSS
01113 General Clerk III	Greene	1820	1	Incumbent	Assist Area 4 Greenville – PSS
01113 General Clerk III	Putnam	1820	1	Incumbent	Assist Area 3 Cookeville – Admin
01113 General Clerk III	Putnam	1820	1	Incumbent	Assist Area 3 Cookeville – Admin
01113 General Clerk III	Lincoln	1820	1	Incumbent	Assist Area 1 Fayetteville – PSS
01113 General Clerk III	Madison	1820	1	Incumbent	Assist Area 1 Jackson - PSS
01113 General Clerk III	Madison	1820	1	Incumbent	Assist Area 1 Jackson – Admin
01113 General Clerk III	Knox	1820	1	Incumbent	Assist 4 – Knoxville - PSS
01113 General Clerk III	Rutherford	1820	1	Incumbent	Assist Area 2 Murfreesboro - Admin

01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State M&S Office Nashville – Security
01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State M&S Office – Nashville – HR
01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State Engr Office – Nashville – Admin
01113 General Clerk III	Davidson	1820	1	Incumbent	Assist State Soils Office – Nashville – Admin
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01113 General Clerk III	Shelby	1820	1	Incumbent	Assist Area 1 – Memphis – PSS
01113 General Clerk III	Robertson	1820	1	Incumbent	Assist Area 2 Springfield – PSS
01113 General Clerk III	Claiborne	1820	1	Incumbent	Assist Area 4 Tazewell - PSS
Total Hours:		45,500			



August 31, 2018

U.S. Small Business Administration, Alaska District Office  
Christie VandenDries  
Business Opportunity Specialist  
420 L Street, Suite 300, Anchorage, AK 99501-1971  
(907) 271-3313 (phone)  
[Alaska8a@sba.gov](mailto:Alaska8a@sba.gov)  
<http://www.sba.gov/ak>

Subject: 8(a) Sole Source Request for Chenega Professional & Technical Services, LLC  
DUNS: 079289520

Dear Ms. VandenDries:

The United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) has identified Chenega Professional & Technical Services, LLC, as an 8(a) firm located at 609 Independence Parkway, Suite 210, Chesapeake, VA 23320 as a sole source candidate to provide Administrative Support for the USDA NRCS West Virginia Service Centers.

1. A description of the work to be performed.

The Contractors shall support the West Virginia NRCS by providing miscellaneous administrative services in the following areas:

- Assisting the District Conservationist and other staff with activities that support NRCS financial assistance programs through the Farm Bill.
- Examining Farm Bill contract files to confirm that each document is complete and bringing up to date where information is lacking; entering contract data and electronic copies of documents into agency-specific software programs, such as Document Management System (DMS) through a variety of methods including data entry and scanning. Files will be organized according to NRCS policy.
- Bringing agreement and other files up-to-date and maintaining documents in case files and agency specific electronic files.
- Assisting with documents and correspondence related to contract administration, including contract implementation, status reviews, contract modifications, and potential cancellations or terminations.
- Assisting with gathering documents related to data calls and financial and programmatic audits.
- Preparing reports based on requests for statistical or informative material regarding NRCS programs, obtaining information from tracking software, files, and through knowledge of technical staff.
- Assisting with general clerical and logistical items in the office as needed.

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USDA is an equal opportunity provider and employer.

2. The estimated period of performance (POP).

The requirement is for a twelve (12) month period, with two (2) twelve-month options per position.

3. The NAICS code that applies to the principal nature of the acquisition.

**561110 - Office Administrative Services**

4. The anticipated dollar value of the requirement, including options, if any.

USDA NRCS will negotiate a firm fixed price commercial services contract. The cost of the contract is estimated at \$617,600.00, including options.

5. Any special restrictions or geographical limitations on the requirement.

The performance of this work will be throughout the West Virginia State at the service centers requiring support.

6. The location of the work to be performed:

Martinsburg Service Center, 151 Aikens Center, Suite 1, Martinsburg, WV 25404	Lewisburg Service Center, 179 Northridge Dr, Lewisburg, WV 24901 (or Buckeye or Union Service Centers*)
Moorefield Service Center, 223 North Main St, Moorefield, WV 26836	Parkersburg Service Center, 91 Boyles Ln, Parkersburg, WV 26104 (or Ripley Service Center*)
McMechen Service Center, 1 Ball Park Dr, McMechen, WV 26040	Beckley Area Office, 465 Ragland Rd, Beckley, WV 25801

7. Any special capabilities or disciplines needed for contract performance.

The incumbents for the positions will be required to have:

- Valid MO drivers license
- At least high school diploma
- System Automation Knowledge (Word, Excel, Power Point, Web)

8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.

The USDA NRCS will negotiate a Firm Fixed Price commercial services contract.

9. The acquisition history, if any, of the requirement.

N/A

10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.

Ultima Services, PO Box 1945, Greenville, TN 37744

11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or public communication has been made for this procurement.

12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following: (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.

The Participant submitted a capabilities statement by email to NRCS-Contracting Services Branch that provided notification that an 8(a) firm could potentially perform this work.

13. Bonding requirements, if applicable.

NA

14. Identification of all Participants which have expressed an interest in being considered for the acquisition.

At this point there are no participants that have expressed interest in this project.

15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) SBD program.

NA

16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract.

N/A

17. Any other information that the procuring activity deems relevant or which SBA requests.

N/A

In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of Chenega Professional & Technical Services, LLC to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that Chenega Professional & Technical Services, LLC currently possesses 8(a) program eligibility.

FAR 19.804-3 prescribes that the SBA will accept or reject this offering of Chenega Professional & Technical Services, LLC within five (5) working days of receipt of this correspondence.

My contact information is 615-277-2543 or [Nancy.harris@wdc.usda.gov](mailto:Nancy.harris@wdc.usda.gov).

Sincerely,  
**NANCY  
HARRIS**  
NANCY W. HARRIS  
Contracting Officer

Digitally signed by  
NANCY HARRIS  
Date: 2018.09.01  
17:43:41 -05'00'

Enclosures



September 4, 2018

U.S. Small Business Administration, Alaska District Office  
Christie VandenDries  
Business Opportunity Specialist  
420 L Street, Suite 300, Anchorage, AK 99501-1971  
(907) 271-3313 (phone)  
Alaska8a@sba.gov  
<http://www.sba.gov/ak>

Subject: 8(a) Sole Source Request for Chenega Professional & Technical Services, LLC  
DUNS: 079289520

Dear Ms. VandenDries:

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1. A description of the work to be performed.

The Contractors shall support the West Virginia NRCS by providing miscellaneous administrative services in the following areas:

- Assisting the District Conservationist and other staff with activities that support NRCS financial assistance programs through the Farm Bill.
- Examining Farm Bill contract files to confirm that each document is complete and bringing up to date where information is lacking; entering contract data and electronic copies of documents into agency-specific software programs, such as Document Management System (DMS) through a variety of methods including data entry and scanning. Files will be organized according to NRCS policy.
- Bringing agreement and other files up-to-date and maintaining documents in case files and agency specific electronic files.
- Assisting with documents and correspondence related to contract administration, including contract implementation, status reviews, contract modifications, and potential cancellations or terminations.
- Assisting with gathering documents related to data calls and financial and programmatic audits.
- Preparing reports based on requests for statistical or informative material regarding NRCS programs, obtaining information from tracking software, files, and through knowledge of technical staff.
- Assisting with general clerical and logistical items in the office as needed.

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Helping People Help the Land.



USDA is an equal opportunity provider and employer.

2. The estimated period of performance (POP).

The requirement is for a twelve (12) month period, with two (2) twelve-month options per position.

3. The NAICS code that applies to the principal nature of the acquisition.

**561110 - Office Administrative Services**

4. The anticipated dollar value of the requirement, including options, if any.

USDA NRCS will negotiate a firm fixed price commercial services contract. The cost of the contract is estimated at \$617,600.00, including options.

5. Any special restrictions or geographical limitations on the requirement.  
The performance of this work will be throughout the West Virginia State at the service centers requiring support.

6. The location of the work to be performed:

Martinsburg Service Center, 151 Aikens Center, Suite 1, Martinsburg, WV 25404	Lewisburg Service Center, 179 Northridge Dr, Lewisburg, WV 24901 (or Buckeye or Union Service Centers*)
Moorefield Service Center, 223 North Main St, Moorefield, WV 26836	Parkersburg Service Center, 91 Boyles Ln, Parkersburg, WV 26104 (or Ripley Service Center*)
McMechen Service Center, 1 Ball Park Dr, McMechen, WV 26040	Beckley Area Office, 465 Ragland Rd, Beckley, WV 25801

7. Any special capabilities or disciplines needed for contract performance.

The incumbents for the positions will be required to have:

- Valid MO drivers license
- At least high school diploma
- System Automation Knowledge (Word, Excel, Power Point, Web)

8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.

The USDA NRCS will negotiate a Firm Fixed Price commercial services contract.

9. The acquisition history, if any, of the requirement.

A task order AG-2B46-D-17-0116 was placed against Indefinite Delivery Indefinite Quantity Contract AG-SPEC-C-17-0014 for 14 positions for \$379,943.38 on 9/11/2017. Another task order 122B4618F0205 was placed against Contract AG-SPEC-C-17-0014 for 3 positions on 8/15/2018 for work in FY19 for \$168,294.00. The IDIQ contract AG-SPEC-C-17-0014 with Ultima Services has reached its contract ceiling and no additional funds can be obligated against this contract.

10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.

Ultima Services, PO Box 1945, Greenville, TN 37744

11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or public communication has been made for this procurement.

12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following: (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.

The Participant submitted a capabilities statement by email to NRCS-Contracting Services Branch that provided notification that an 8(a) firm could potentially perform this work.

13. Bonding requirements, if applicable.

NA

14. Identification of all Participants which have expressed an interest in being considered for the acquisition.

At this point there are no participants that have expressed interest in this project.

15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) SBD program.

NA

16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract.

N/A

17. Any other information that the procuring activity deems relevant or which SBA requests.

The current requirement is for a mix of new positions and incumbents.

In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of Chenega Professional & Technical Services, LLC to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that Chenega Professional & Technical Services, LLC currently possesses 8(a) program eligibility.

FAR 19.804-3 prescribes that the SBA will accept or reject this offering of Chenega Professional & Technical Services, LLC within five (5) working days of receipt of this correspondence.

My contact information is 615-277-2543 or Nancy.harris@wdc.usda.gov.

Sincerely,

NANCY W. HARRIS  
Contracting Officer

Enclosures

United States Department of Agriculture



Natural Resources Conservation Service  
101 South Main Street  
Temple, TX 76501-7601

[Danny.Mandell@wdc.usda.gov](mailto:Danny.Mandell@wdc.usda.gov)

254 742-9923 (office) 254 742-9929 (fax)

June 24, 2019

U.S. Small Business Administration  
Attn: Jawanda Henderson Jones / Business Opportunity Specialist  
SBA Birmingham, Alabama District Office  
2 North 20<sup>th</sup> Street Suite #325  
Birmingham, AL 35203

Dear. Ms. Jones:

Subject: **SOLE SOURCE 8(a) Offer Letter**

The following additional information is provided pursuant to Federal Acquisition Regulation 193804-2, for this acquisition.

1. USDA Farm Production and Conservation (FPAC) Section 1, is looking to procure services for contract employee(s) to provide administrative assistance (Secretary III, General Clerks III), and Administrative Assistance) to seven (7) Service Centers/Field Offices for the United State Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) in the State of Alabama. The Performance of Work Statement (PWS) is provided as an enclosure.

**POSITION CLASSIFICATION.** Provide administrative and programmatic support field offices in the State of Alabama.

Posn Class:	County(ies)	Estimated Labor Hrs Required	Description of Needed Services
01313 Secretary III	Lee	2080	State Office Support Services
01113 General Clerk III	Lee	1040	State Office Support Services
01020 Administrative Assistant	Lee	2080	State Office Support Services
01113 General Clerk III	Pike	2080	East Area Office Support Services
01113 General Clerk III	Jefferson	2080	Field Office Support Service (Bessemer Field Office)
01113 General Clerk III	Mobile	2080	Field Office Support Service (Mobile Field Office)
01113 General Clerk III	Marion	2080	Field Office Support Service (Hamilton Field Office)
01113 General Clerk III	Etowah	2080	Field Office Support Service (Gadsden Field Office)
01113 General Clerk III	Marengo	2080	Field Office Support Service (Linden Field Office)

2. The period of performance will be from the date of award through one (1) calendar year, (approximately award date, prior to October 1, 2019) with 4 option years period consisting of one (1) calendar year each.

### REQUIRED TIMELINE.

Base Year: October 1, 2019 – September 30, 2020  
Option Year 1: October 1, 2020 – September 30, 2021  
Option Year 2: October 1, 2021 – September 30, 2022  
Option Year 3: October 1, 2022 – September 30, 2023  
Option Year 4: October 1, 2023 – September 30, 2024

3. The NAICS code that is applicable to this acquisition is 561320, with a size standard of \$25.5million.

4. The total estimated dollar values for this is \$446,530.17 (Base Year), outlined as follows:

**Note:** Includes Estimated Miscellaneous Travel/Training cost: (per year)  
a. Travel/Training \$5,500.00

### PERFORMANCE PERIOD. (IGCE)

Base Year Period: \$441,030.14 x \$5,500.00 = \$446,530.14  
Option Year 1 Period: \$441,030.14 x \$5,500.00 = \$446,530.14  
Option Year 2 Period: \$441,030.14 x \$5,500.00 = \$446,530.14  
Option Year 3 Period: \$441,030.14 x \$5,500.00 = \$446,530.14  
Option Year 4 Period: \$441,030.14 x \$5,500.00 = \$446,530.14

**TOTAL:** \$2,232,650.70

Base Hourly Rate per SCLS Wage Determination	County(ies)	OH% Contract (per contract)	G&A	Estimated Fringe Rate	Profit	Fully Burdened Rate	Total Contract Amount
\$19.50	Lee	\$0.00	\$1.58	\$6.83	\$0.84	\$28.75	\$59,800.00
\$15.00	Lee	\$0.00	\$1.22	\$5.25	\$0.64	\$22.11	\$22,994.40
\$15.00	Pike	\$0.00	\$1.22	\$5.25	\$0.64	\$22.11	\$45,986.62
\$16.60	Jefferson	\$0.00	\$1.34	\$5.81	\$0.71	\$24.47	\$50,891.86
\$15.00	Mobile	\$0.00	\$1.22	\$5.25	\$0.64	\$22.11	\$45,896.62
\$15.00	Marion	\$0.00	\$1.22	\$5.25	\$0.64	\$22.11	\$45,986.62
\$15.00	Etowah	\$0.00	\$1.22	\$5.25	\$0.64	\$22.11	\$45,986.62
\$15.00	Marengo	\$0.00	\$1.22	\$5.25	\$0.64	\$22.11	\$45,986.62
\$25.25	Lee	\$0.00	\$2.05	\$8.84	\$1.08	\$37.22	\$77,410.80

5. The contractor employees will be required to work in the following USDA NRCS Alabama State/Area/Field Offices in the following counties.

#### Lee County

ALABAMA STATE OFFICE, Auburn, AL 36830

#### Pike County

EAST AREA OFFICE, Troy, AL 36070

**Jefferson County**

BESSEMER SERVICE CENTER, Bessemer, AL 35022

**Mobile County**

MOBILE FIELD CENTER NRCS, Mobile, AL 36608

**Marion County**

HAMILTON SERVICE CENTER, Hamilton, AL 35570

**Etowah County**

GADSDEN SERVICE CENTER, Gadsden, AL 35901

**Marengo County**

LINDEN SERVICE CENTER, Linden, AL 36748

6. The selected firm is deemed to be capable of providing the services described in the enclosed Performance of Work.

7. A firm-fixed price contract is anticipated.

8. This service was previously contracted (Task Orders) under the USDA NRCS National IDIQ AG-SPEC-C-17-0014 National Administrative Support Services Region II. Note. This IDIQ is now expired.

Vendor:           Ultima Services Corporation,  
                          PO Box 1945  
                          Greeneville, TN 37744  
                          Small Business, Woman-Owned

9. There are currently no solicitation for this specific acquisition has been issued nor has this requirement been publicly announced.

10. No solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in the Commerce Business Daily) has been made showing the procuring activity's clear intent to use any of these means of procurement;"

11. The recommended 8(a) contractor is ESSNOVA Solutions, Inc, 1500 1<sup>st</sup> Ave N Ste 47, Birmingham, AL 35203-1873, DUNS: 963004986, SAM Registration Expiration Date: 03/01/2020, No Active Exclusion Records.

12. No bonding requirements exist.

13. No SBA District or Regional offices have asked for this acquisition under the 8(a) programs.

14. FPAC and NRCS is not requesting that this be issued competitively.

15. It is recommended that this acquisition be pursued on a sole source basis with the contractor nominated herein.

Please notify this office of your decision regarding acceptance of this offer. Per the Partnership Agreement between the Small Business Administration (SBA) and USDA. If no notification of acceptance or rejection is received within five (5) working days. Upon SBA Acceptance, the Contracting Officer will solicit a quotation, conduct negotiations, if required, and make award direct to the 8(a) firm. A copy of the Purchase Order (PO) will be sent to you after award.

Should additional information be required, please contact the undersigned at (254) 742-9923, or email, [danny.mandell@usda.gov](mailto:danny.mandell@usda.gov).

Sincerely,

DANNY MANDELL  Digitally signed by DANNY  
MANDELL  
Date: 2019.06.25 12:17:09 -05'00'

DANNY G. MANDELL  
Contracting Officer  
SECTION 1 Northwest Region  
FARM PRODUCTION and CONSERVATION (FPAC)  
ACQUISITION DIVISION  
U.S. Department of Agriculture (USDA)

Enclosure: a. Performance Work Statement (PWS);

Service Contract Labor Standards (SCLS) can be found at [www.beta.SAM.gov](http://www.beta.SAM.gov).

1. SCLS Wage Determination, County of Lee;
2. SCLS Wage Determination, County of Pike;
3. SCLS Wage Determination, County of Jefferson;
4. SCLS Wage Determination, County of Mobile;
5. SCLS Wage Determination, County of Marion;
6. SCLS Wage Determination, County of Etowah;
7. e. SCLS Wage Determination, County of Marengo;

February 26, 2020

U.S. Small Business Administration  
Columbus District Office  
401 N. Front Street, Suite 200  
Columbus, OH 43215

Subject: 8(a) Sole Source Request for GPI Enterprises, Inc., DUNS # 188603661

Dear Business Opportunity Specialist:

The United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) has identified GPI Enterprises, Inc., an 8(a), Minority, Veteran Owned firm located at 3637 Medina Road, Suite 60, Medina, OH 44256-8155, as a sole source candidate to provide Administrative and Professional Support Services for the USDA-NRCS Ohio.

1. A description of the work to be performed.

USDA NRCS in Ohio requires both administrative and professional services for the USDA-NRCS State, Area and Field Offices throughout the state. Detailed information about the requirement is provided in the attached PWS. In summary, the contractor will assist Ohio NRCS staff with administrative support services to assist with the management of the Agricultural Conservation Easement Program (ACEP); administrative support services to assist in the State and Area Offices; executive Secretary services to assist the State Conservationist; and Professional position to assist with easement restoration, monitoring, compatible use requests and violations by gathering and preparing documents for review by NRCS officials.

This contract is expected to be for one (1) base year with four (4) one (1) year option periods.

2. The estimated period of performance (POP).

Base plus four (4) Option Periods

Base Period:	03/15/2020 – 03/14/2021
Option Period 1:	03/15/2021 – 03/14/2022
Option Period 2:	03/15/2022 – 03/14/2023
Option Period 3:	03/15/2022 – 03/14/2024
Option Period 4:	03/15/2024 – 03/14/2025

3. The NAICS code that applies to the principal nature of the acquisition.

561110 Office Administrative Services.

4. The anticipated dollar value of the requirement, including options, if any.

USDA NRCS will negotiate a firm fixed price commercial services contract. The cost of the contract is estimated at approximately \$380,829.94 per year and \$2,242,621.00 total.

5. Any special restrictions or geographical limitations on the requirement.

None.

6. The location of the work to be performed.

The work is to be performed state-wide in Ohio.

7. Any special capabilities or disciplines needed for contract performance.

The ability to mobilize and commence performance right away is imperative. The firm identified has confirmed that they have both the capability and expertise to perform the necessary duties.

8. The type of contract to be awarded.

A firm fixed price single award blanket purchase agreement.

9. The acquisition history, if any, of the requirement.

This should be considered a new requirement. NRCS utilizes these services in several states across the nation. A mix of approaches has been used for these services in the past. Procurements have included orders against GSA schedules, open market purchase orders, and most recently a National IDIQ. The National IDIQ was awarded to one firm for 4 separate regions with a \$10M ceiling in each. With regard to the 4 regional IDIQ Contracts, Ohio was previously included in the Region 1 IDIQ. Upon the IDIQ reaching the Contract Ceiling, NRCS HQ directed the use of individual contracts for follow-on requirements. The National IDIQ is being unbundled. NRCS has similar requirements in several other states that will be Set-Aside for Small Business. There will be no adverse impact to small business as defined in 13CFR124.504(c).

10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.

ULTIMA SERVICES CORPORATION  
PO BOX 1945  
GREENEVILLE TN 37744-1945

11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in the Commerce Business Daily) has been made showing the procuring activity's clear intent to use any of these means of procurement.

No prior solicitation or other public communication has been made for this requirement.

12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following: (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or (ii) The acquisition is a new requirement.

GPI ENTERPRISES, INC.  
3637 MEDINA ROAD, SUITE 60  
MEDINA, OH 44256-8155

13. Bonding requirements, if applicable.

None.

14. Identification of all Participants which have expressed an interest in being considered for the acquisition.

GPI Enterprises, Inc.

15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) BD program.

N/A

16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract.

N/A

17. Any other information that the procuring activity deems relevant or which SBA requests.

N/A

In accordance with the Partnership Agreement (PA) between the Small Business Administration (SBA) and the United States Department of Agriculture (USDA) as described in paragraphs 19.800 and 19.804-2 of the Federal Acquisition Regulation (FAR), I am seeking the SBA's acceptance of my nomination of GPI Enterprises, Inc. to provide the above described services on a sole source basis.

If you approve this request, please include size verification and your determination that GPI Enterprises, Inc. currently possesses 8(a) program eligibility. FAR 19.804-3 prescribes that the SBA will accept or reject this offering of GPI Enterprises, Inc. within five (5) working days of receipt of this correspondence.

You may reach me at 816-926-1200 or via email at [julie.simpson@usda.gov](mailto:julie.simpson@usda.gov).

Sincerely,

A handwritten signature in cursive script that reads "Julie M. Simpson". The signature is written in a dark ink and is positioned above the printed name.

Julie M. Simpson  
Contract Specialist